

SPECIAL INTEREST GROUPS - SECRETARY

I. COMPOSITION

a. Membership

- i. All APTA members are invited to attend meetings of the Academy Special Interest Groups (SIG). Academy members can become a member of any SIG by submitting an application for membership on the Academy webpage. Participants who are not members of the Academy will not be allowed a vote in the business meetings, but are encouraged to contribute to the discussion.

b. Officers

- i. The SIGs will elect the following officers with each serving a three (3) year term:
 1. Chair [elected as Chair-Elect one (1) year prior to assuming the office as Chair of the SIG]
 2. Vice Chair
 3. Secretary
 4. Three Nominating Committee members
 5. Refer to the 3-year term schedule for the SIGs.
 6. The SIG Board of Directors liaison is the Academy Vice President.
 7. Only those members as specified in the Academy bylaws are eligible to serve as SIG Officers.

II. OFFICER DUTIES AND RESPONSIBILITIES

a. Secretary

- i. Maintains a record of all official actions and decisions of the SIG.
- ii. Records the minutes of all SIG meetings and conference calls.
- iii. Submits minutes of SIG meetings (CSM, conference calls) to the SIG officers.
- iv. Attends the SIG officers meeting with the Academy Vice President at CSM.
- v. Assists the Chair in preparing and submitting an annual plan for the SIG to the Board of Directors.
- vi. Ensures currency of SIG website links and content every 6 months at minimum.
- vii. Provides for orientation of a successor.

III. EXPENSES

- a. Special Interest Group Officers (Chair, Chair-Elect, Vice Chair, Secretary, Nominating Committee Chair) are reimbursed according to the Academy's Honoraria and Reimbursement Policy and as outlined in the annual budget toward meeting expenses per officer given that the officers participate in planned SIG activities.
- b. In addition to the travel compensation for SIG officers, each SIG is provided an annual budget intended to support programs and outreach of the SIG. This is used at the discretion of the SIG officers with priority on non-travel expenditures. Since SIG officers are compensated for travel, these funds are not to be used for additional SIG officer travel.
- c. Each officer submits expenses to the Executive Director according to the policy of the Academy.

IV. ORIENTATION OF A SUCCESSOR

- a. Each SIG officer provides for smooth transition by acquainting the newly elected officer with pertinent information, materials, and procedures. This should occur within 6 weeks of election.
- b. The template for orientation includes (but is not limited to):
 - i. mission/vision/goals
 - ii. job duties
 - iii. timelines
 - iv. strategic plan and current initiatives
 - v. current challenges
 - vi. role as mentor to others, including newly elected officers
- c. Following this incoming/outgoing orientation, SIG chairs shall be contacted by Board liaison to formalize relationship, answer questions, establish communication schedule/mechanism (by end of August). In addition, the Academy Vice President and Executive Office will provide an orientation to the Academy for all new committee chairs and committee members by early September.
- d. SIGs should hold a conference call with all SIG officers soon after orientation. In order to preserve institutional memory, the retired SIG chair will serve in a formal advisory capacity to the new SIG chair for one year.

V. MEETINGS

- a. The SIG officers will assure representation at the following meetings:
 - i. Leadership meeting (chair)
 - ii. SIG officers meeting.
 - iii. SIG Business meeting.
 - iv. Academy Business meeting.